

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: September 18, 1997

From: John Wickham

Subject: LIMS Team Meeting Minutes for 9/18/97

Attendees: C. Ament, E. Carmines, P. Karo, S. Laffoon, R. Lipps, F. Logan, J. Sampson, J. Wickham

Business Conducted:

- JAD2 Schedule for Tuesday Sept. 23rd will be as follows;

8:00-10:00	M. Goffman, R. Lipps, J. Sampson, S. Laffon, L. Chambers will meet in S. Laffoon's office to discuss current PTL sample receiving procedures.
10:00-12:00	JAD2 with Semiworks and PTL
1:30-3:30	JAD2 with ITD, Security and Document Retention Policies. E2 conference room

- Schedule for LIMS vendor demonstrations will be as follows:

Wednesday Sept, 24th - 9:00 AM, Lab Ware, B1 conference room
Thursday Sept 25th - 9:00 AM, Hewlett Packard, B1 conference room
Friday Sept 26th - 9:00 AM, Lab Systems, B1 conference room

- The regular Thursday meeting has been canceled for Sept 25th. The next scheduled LIMS meeting will be after the conclusion of the Lab Systems demonstration on Friday Sept 26th in B1 conference room.
- There was some discussion about the overall LIMS budget for '98. The question under discussion was; given the impending regulation should the '98 R&D budget contain line items for full scale implementation of the final LIMS team recommendation? Currently only dollars for the chartered pilot has been placed in the '98 budget.

Action Items:

- LIMS Team members will use Email to develop a list of issues and questions to be covered at each LIMS vendor demonstration.

Agenda for Next Meeting: (Sept 26, 1997 after LIMS Vendor demo in B1 conference room)

- Discussion of LIMS vendor demonstrations.
- Other agenda items to be determined.

Distribution:

Ament, C.
Carmines, E.
Good, B.
Karo, P.
Koller, K.
Laffoon, S.
Lipps, R.
Logan, F.
Sampson, J.

Wickham, J.
M. Goffman (Martin Goffman Associates)

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